

REGIONAL NAF PERSONNEL OFFICE
MWR Dept/NSA, VQ-WPNSTA Yorktown, FISC Cheatham Annex
VACANCY ANNOUNCEMENT

1/5/04

Does not confer to Civil Service Status

POSITION: Custodial Worker NA-3566-02 Salary: \$6.84 - \$7.13 per hour	ANNOUNCEMENT # YT 25-04
LOCATION: CBH/VQ, Yorktown/NWS Yorktown, VA 23691	CLOSING DATE: Open Until Filled

AREA OF CONSIDERATION: OPEN

(4) Position(s), Flexible

NOTE: No relocation costs will be paid
employment

Direct Deposit of salary is a condition of

DUTIES: Cleans sleeping rooms, living rooms and bathrooms as needed. Including but not limited to the following: vacuuming and/or mopping and waxing floors; dusting furniture; making beds; changing linens, towels, bath mats, drinking glasses and toilet tissue; scrubbing bathrooms including medicine cabinet, tub, shower, toilet, sink and mirrors; restocking soap, shampoo, and other amenities; cleans venetian blinds, fans and window sills; washing inside of windows; defrosting freezer and cleaning refrigerators; cleaning microwaves and coffee pots; cleaning and restocking desk area; cleaning out dressers and/or lockers; and spot cleaning carpet as necessary. Informs supervisor daily of any material discrepancies in rooms such as broken or missing furniture, maintenance problems, or money/valuables left out. Performs other related duties as assigned.

QUALIFICATIONS: Incumbent must a general knowledge of cleaning procedures, cleaning equipment, commonly used cleaning chemicals, and basic safety practices are required.

-**FILING INSTRUCTIONS:** Applicants must submit a completed application and preference documents to: MWR Office, NAF Personnel Office, Bldg. 2011 Belzer Road, Yorktown, VA 23691.

-**MAILING ADDRESS:** MWR Department-NWS, P.O. Box 32, Lackey, VA 23694-0032.

-**NOTE:** Applications are available in the NAF Personnel Office. "Unless otherwise specified, all applicants must be 16 and over."

-**EMPLOYMENT PREFERENCES:** To claim a preference, you must submit documents as follows. Explanation and Application for preference are available at NAF Personnel Office. No preference is given unless requested and documented. ACCEPTANCE OR DECLINATION OF A POSITION ENDS ABILITY TO CLAIM PREFERENCE FOR SPOUSE OR IVS APPLICANT.

-**MILITARY SPOUSE:** Must attach a copy of military member's PCS orders and write SPOUSAL PREFERENCE on the front of the employment application.

- **VETERAN:** Attach copy of DD214

-**INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS:** Must attach IVS Hiring Preference information form and one of the following: DD214 or copy of DD1173. ALL IVS PREFERENCE ARE APPROVED ONLY IF DISCHARGE/RE-ENTRY CODE MATCHES ELIGIBILITY LIST.

-**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors".

Web Site: www.nsa-norva.navy.mil

JOBS LINE: 440-JOBS (5627)